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[Redacted]

12 April 1963

Hon. Kermit Gordon
Director
Bureau of the Budget
Washington 25, D.C.

Dear Mr. Gordon:

In response to your letter of 8 April requesting selections to attend the conference on Techniques for Conserving Manpower, we are pleased to forward herewith the nominations of Mr. Emmett Echols, Director of Personnel, and [redacted] Chief, Budget Division.

STAT

Sincerely yours,

[signed] Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

LBK:drm

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EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D.C.

April 8, 1963

Honorable John A. McCone
Director
Central Intelligence Agency
Langley, Virginia

Dear Mr. McCone:

In line with the President's interest in increasing productivity and improving the use of manpower, the Bureau of the Budget is sponsoring a conference on Techniques for Conserving Manpower to be attended by selected key personnel of departments and agencies.

The program will be designed to present actual techniques for conserving manpower, based on research and experience both in Government and business. The conference will focus on the importance of effective manpower control and utilization in today's social and economic setting and will explore the advantages of adopting programs and methods suggested by present research findings. The tentative program is described in the enclosed material.

We should particularly like to have in attendance senior operating officials who have responsibility for directing large numbers of employees in program activities, and senior staff officials having important responsibility for manpower. We are reserving two places for representation from your agency.

Please inform us of your selections by filling out and returning one of the enclosed Enrollment Forms for each person designated. If you wish, you may submit an Enrollment Form for one person in addition to your quota, whom we will gladly consider if a vacancy from another agency occurs. Please mark "Extra" on the form for the additional person.

Your selections should be sent to us by April 15. We anticipate a stimulating and constructive conference, and hope that it will be possible for you to be represented.

Sincerely yours,

Alfred Berlin
Alfred Berlin
Director

Enclosures